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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: Appointment of Personnel To/From NASA

Responsible Office: Office of Human Capital Management

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Chapter 10. Federal Equal Opportunity Recruitment Program (FEORP) Guidelines

10.1 Responsibility

10.1.1 The Assistant Administrator for OHCM shall be responsible for:

- a. Developing the program and procedures for Agencywide implementation.
- b. Preparing the Agency's annual report for submission to the OPM.
- c. Encouraging FEORP activities in the Agency through training, information, and coordinated recruitment activities.

10.1.2 The Center Human Resources Directors shall be responsible for:

- a. Developing and implementing plans to reduce underrepresentation in the Center's workforce.
- b. Designating a FEORP Coordinator who shall serve as a liaison on all aspects of the program.
- c. Consulting with EEO Officials on FEORP plans and accomplishments.

10.2 Introduction

10.2.1 FEORP plans are targeted recruitment programs based on a determination of underrepresentation of minorities and/or women in the various occupational categories, both nationally and in specific geographic locations. Each NASA Center is required to

establish a recruitment program for minorities and women in a manner that seeks to eliminate underrepresentation in the various categories of civil service employment, pursuant to regulations prescribed by OPM as required by 5 U.S.C. § 7201(c) and outlined in 5 C.F.R. § 720.

10.3 Program Reporting

10.3.1 Center plans shall include annual specific determinations of underrepresentation for each group and shall be supported by quantifiable indices by which progress toward eliminating underrepresentation can be measured in the various categories of civil service employment.

10.3.2 The OHCM shall forward a copy of the consolidated report to the Office of Diversity and Equal Opportunity for inclusion of the information in its Annual Model EEO Agency Accomplishment Report to the Equal Employment Opportunity Commission.

10.4 Assessment of Underrepresentation

10.4.1 A determination will be made of underrepresentation for all groups, and the indices used for determining underrepresentation will be documented.

10.4.2 In calculating indices of representation, the NASA Center shall use currently defined NASA Supplemental Classification System (NSCS) classification codes. The NSCS provides schematic tables that include NSCS classification codes, NASA titles, and OPM series and grade levels which can be matched to civilian labor force data.

10.4.3 All indices calculated for NSCS groups 200, 600, 700, and 900 shall use national labor force data unless the local labor force data is greater. All indices calculated for the NSCS groups 100, 300, and 500 shall use local civilian labor force data unless the national data is greater. OPM has granted an exception to using national data for grades GS-4 and below.

10.4.4 For purposes of determining underrepresentation, the local area is the Metropolitan Statistical Area, as defined by the Office of Management and Budget, within which the Center is located.

10.4.5 A number of simplifying steps may be used by NASA Centers to calculate indices of representation. For example, Dryden Flight Research Center and Stennis Space Center may use grade groupings for all NSCS classification codes. Because of the size of these Centers, there will be no need to calculate indices for individual grades.

10.4.6 Centers, including Headquarters, need to calculate an index for a particular NSCS classification code only if the number of employees exceeds 100. For example, Langley Research Center calculates only for NSCS groups 300, 500, 600, and 700, while Headquarters calculates for 500, 600, and 700.

10.4.7 Underrepresentation exists if the percentage of the race/national origin and gender groups for NSCS positions is less than the corresponding Relevant Civilian Labor Force (RCLF). The current RCLF data (at the time of issuance of this NPR) is available at the U.S. Census Bureau Web site at <http://www.census.gov/eeo2000/>. Centers are responsible for ensuring usage of the latest available RCLF data.

10.5 Reporting Requirement

10.5.1 The annual reporting format shall be determined by OPM and the Agency OHCM and forwarded to each NASA Center for completion.

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